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Chief Executive Officer

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October 30, 2007

Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**COMMUNITY AND SENIOR SERVICES DEPARTMENT:
REQUEST TO AMEND LOS ANGELES COUNTY COMMISSION ON AGING BYLAWS
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the attached amendments to the Los Angeles County Commission on Aging (LACCOA) Bylaws. (Attachment A).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

LACCOA's Bylaws were last approved by the Board of Supervisors on January 8, 2002. Board policy requires changes or amendments to the LACCOA Bylaws must have Board approval. This action is necessary to ensure the effective and efficient operation of the Commission on Aging.

Implementation Of Strategic Plan Goals

Approval of the recommended action will further the County Strategic Plan Goal 1, Service Excellence and Goal 3, Organizational Effectiveness.

FISCAL IMPACT/FINANCING

There is no significant fiscal impact associated with approval of the recommended action.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On January 24, 2007, LACCOA approved the attached amendments to its Bylaws. The revisions will bring LACCOA's Bylaws up-to-date and serve to clarify and improve the existing language without altering its meaning or intent. Substantive changes are as follows:

- Reinstated and defined the functions and authority of Executive Committee.
- Recognized a Lead Commissioner position for each County Supervisorial District.
- Deleted the specific amount of compensation for member's attendance at LACCOA meetings. The stipend issue has been passed on to the discretion of the Board of Supervisors.
- Deleted the percentage and added the actual number of members and commissioners (ten), required to be present at meetings, to constitute a Quorum for the purpose of conducting business.

IMPACT ON CURRENT SERVICES

The recommended action will permit LACCOA to continue its vital work.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:SRH:BY
GP:RG:lbm

Attachment

c: County Counsel
Los Angeles County Commission on Aging

**THE LOS ANGELES COUNTY
COMMISSION ON AGING BYLAWS**

ARTICLE 1 – NAME

The commission shall be known as Los Angeles County Commission on Aging or LACCOA.

ARTICLE II – AUTHORITY

Board Order No. 97 of July 12, 1949 – as amended – Board Order No. 17 of April 21, 1987 – Board Order No. 125 of June 26, 1990 – Ordinance No. 90-0086 Board Order No.11 of June 13, 1995 – Board Order No. 60 of September 21, 1999 - Ordinance No. 99-0083 and Board Order No. 16 of April 4, 2000.

ARTICLE III – PURPOSE/MISSION

The general purpose of LACCOA shall be to preserve and promote the overall well-being of the senior population living in Los Angeles County.

The mission of LACCOA shall be to:

1. Advise and make recommendations regarding the needs and well-being of seniors to the Los Angeles County Board of Supervisors (BOS) and County departments that provide services to the senior population.
2. Work with the Los Angeles County Department of Community and Senior Services to encourage and assist local communities and related groups to provide programs designed to inform and create self-sufficiency among senior persons within their own communities.
3. Increase the awareness of the BOS regarding problems confronting the aging and the needs and contributions of senior persons of Los Angeles County and the communities therein; and undertake such other projects as may be prescribed by the BOS.

ARTICLE IV – MEMBERSHIP

LACCOA shall consist of forty-five (45) members/commissioners, of which each Supervisor shall appoint eight (8) members/commissioners. The remaining five (5) members/commissioners shall be the BOS or his/her designee.

The term of each commissioner shall be for two-years commencing upon appointment or reappointment by the BOS beginning July 1 and ending June 30 two years thereafter.

No commissioner may serve more than two consecutive two-year terms unless the BOS extends the length of service or waives the limit for individuals on the Commission as a whole.

A member's/commissioner's position, as a LACCOA member, officer or committee member shall become vacant upon his or her death, resignation or removal by the BOS. In the case of such a vacancy, the BOS shall appoint a successor to serve until the position next becomes vacant upon the expiration of the period of service under these Bylaws.

ARTICLE V – OFFICERS OF LACCOA - DUTIES & TERM OF OFFICE

The elected officers of LACCOA shall be as follows:

President
1st Vice President
2nd Vice President
Secretary
Financial Officer

The duties of the elected officers shall be as follows:

President:

- Shall preside at all meetings of LACCOA and shall appoint the Chairperson(s) for all committees except the Nominating Committee.
- Shall be an ex-officio member of all committees except the Nominating Committee.
- President or his/her designee shall represent LACCOA as its spokesperson.
- Shall have no authority to act unilaterally on any issue that may require action by LACCOA as a whole unless otherwise provided for in these Bylaws.

1st Vice President:

- Shall perform the duties of the President during the absence of the President.

2nd Vice President:

- Shall perform such duties as requested or assigned by the President and shall assume the duties of the President when both the President and the 1st Vice President are unable to attend the LACCOA meetings.

Secretary:

- Shall review the Minutes of each meeting and be prepared to administratively assist the President during LACCOA meetings.

Financial Officer:

- Shall be responsible for maintaining LACCOA'S Budget and ensuring that disbursements are approved by LACCOA in support of their projects.

Officers shall be elected by written ballot for a term of one year coinciding with the fiscal year and may succeed themselves once for each given officer. The term of office will coincide with the fiscal year July 1 to June 30 if reelected by LACCOA.

ARTICLE VI – LEAD COMMISSIONERS

The commissioners in each of the five (5) Supervisorial Districts annually shall select a Lead Commissioner for their respective District who will serve for a one-year term. A Lead Commissioner so selected may serve an additional consecutive one-year term if requested by a majority of the commissioners in his/her respective District.

Lead Commissioners shall be selected concurrently with the Annual Meeting and shall not be considered as Officers of LACCOA.

A Lead Commissioner shall schedule and organize meetings as needed with the commissioners of his/her District and may act as a spokesperson with the respective BOS when requested by his/her district commissioners. Lead Commissioners shall coordinate activities held within their County Districts with the Board Office as appropriate.

ARTICLE VII – MEETINGS

Regular meetings shall be held monthly. The time and location of these meetings shall be set by LACCOA as a whole. The Director of the Area Agency on Aging shall serve as an advisor to LACCOA and provide staff services to LACCOA.

The meeting in June shall be the Annual Meeting at which time LACCOA shall receive and review the annual reports from all committees; shall elect and install incoming officers for the next year; and conduct any other special business that may be placed on the agenda for the Annual Meeting.

The Nominating Committee shall be elected during the Annual Meeting.

The President may convene special meetings. A seventy-two (72) hour advance notice must be in writing and shall include the agenda for the special meeting along with time and place of such meetings. Notice of special meetings shall be posted in a public location.

All meetings of LACCOA, including the Executive Committee and Standing Committees, shall comply with the requirements of the Brown Act.

Ten (10) LACCOA members/commissioners present at meeting(s) of LACCOA (regular/special) shall constitute a Quorum for the purpose of conducting a meeting.

ARTICLE VIII – EXECUTIVE COMMITTEE

Those officers designated in Article V, in addition to the Chairs of Standing Committees, shall constitute the Executive Committee which shall meet monthly. Their function shall be to prepare the agenda for the regular LACCOA Meetings; recommend an annual budget; recommend projects, and programs which LACCOA should undertake; and recommend steps to be taken to make LACCOA effective in carrying out its mission and objectives.

The Executive Committee will act only as an advisory body to LACCOA.

ARTICLE IX – OTHER COMMITTEES

Standing Committees for LACCOA shall be considered for approval by LACCOA at the first meeting of LACCOA after the Annual Meeting. The President shall appoint special or ad-hoc committees from time to time as needed.

The President shall appoint all of the Committee Chairs except the Nominating Committee Chairperson. The immediate Past President shall be the Chairperson.

The Nominating Committee will consist of five (5) members/commissioners, one (1) from each Supervisorial District.

The Nominating Committee shall by written notice, thirty (30) days prior to the Annual Meeting in June, present a slate of candidates to be considered by LACCOA to serve as the incoming officers for LACCOA along with a new slate of nominees for the Nominating Committee.

ARTICLE X – COMPENSATION

Each member/commissioner of the Los Angeles County Commission on Aging, except for a member of the BOS or his or her designee, shall be entitled to receive compensation consistent with the rate as determined by the BOS for each commission meeting attended, not to exceed three meetings in any quarter unless an exception is approved by the Director of Community and Senior Services.

ARTICLE XI – AMENDMENTS AND REVIEW

These Bylaws and any recommendations for amendments thereof must be submitted to the Los Angeles County BOS and approved by a majority of the BOS.

It is recommended that an annual review of these Bylaws be conducted by LACCOA.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The Parliamentary Authority contained in the newly revised edition of The Robert's Rules of Order shall govern LACCOA in all cases in which they are applicable and are not inconsistent with these Bylaws.

6/13/77 (Revised), 1/27/82 (Revised), 4/21/87 (Adopted by the Board of Supervisors), 2/16/99 (Adopted by the Board of Supervisors), 1/08/02 (Adopted by the Board of Supervisors)